



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH BUREAU CHIEF II	42	A	10.502
HEALTH BUREAU CHIEF I	40	A	10.501

SERIES CONCEPT

Health Bureau Chiefs work under administrative direction and are responsible for the development of program policy, direction and management of programmatic, personnel and fiscal operations, and supervision of staff in a Health Division bureau.

Manage a bureau within the Health Division; develop and implement program goals and objectives; develop and control the bureau budgets; supervise bureau staff in order to provide program integrity and to ensure federal and State statutory and regulatory mandates are met.

Ensure compliance with State, federal and private grant conditions, regulations and statistics; oversee grant and contract development, monitoring and reporting processes.

Develop reports on bureau activities or programs; conduct research, analyze statistics and develop conclusions in order to inform the Division Administrator, the Legislature, health industry and consumers and/or the general public about bureau programs; analyze public health trends and emerging issues.

Develop proposals for changes in State and federal legislation which affect bureau programs; testify at legislative hearings to provide information on issues directly affecting bureau operations and budgets.

Evaluate each program's effectiveness and implement changes as required pursuant to federal and State laws and regulations.

Oversee programs designed to educate the public and any other constituency regarding the bureau's programs and purpose.

Perform related duties as assigned.

CLASS CONCEPTS

Health Bureau Chief II: Incumbents manage a bureau within the Health Division and are distinguished from the Health Bureau Chief I class by responsibility for diverse and multiple program areas, a large and multi-disciplinary professional staff, complex funding sources and budgets, and the overall complexity of bureau operations. Positions allocated to this class also perform the full range of duties outlined in the series concept. Examples of positions at this level include the Bureau Chief for Licensure and Certification, Family Health Services and Community Health.

Health Bureau Chief I: Incumbents manage a bureau within the Health Division and perform the full range of duties outlined in the series concept. An example of a position at this level is the Bureau Chief for Health Planning and Statistics.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Positions in this series require specialized experience, certification, and/or training which will be identified at the time of recruitment.

HEALTH BUREAU CHIEF II

EDUCATION AND EXPERIENCE: Bachelor's degree in public health, health care administration, business or public administration, health sciences, social sciences or closely related field and six years of progressively responsible professional public health, human services or related experience, one year of which included supervisory experience in a health care program or organization which involved responsibility for multiple program areas, supervision of a large professional staff, management of complex funding sources and budgets, program analysis and strategic planning; **OR** one year of relevant experience as a Health Bureau Chief I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed Knowledge of: principles of public health administration; grant management procedures.

Working Knowledge of: the organization, management and administration of multiple complex, major, health-related programs with a diversity of services; the organization, management and administration of health-related programs; governmental budget and accounting practices and procedures. **Ability to:** work and communicate effectively with legislators, media representatives and others regarding applicable public health issues; manage the activities, staff and operations of a Health Division bureau or comparable work unit; plan, organize and coordinate major, statewide health programs; evaluate the effectiveness of major health-related programs; appear before the legislature and other governing bodies to provide testimony and represent the agency; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working Knowledge of: agency policies and philosophy regarding division programs; State administrative regulations related to personnel administration and the expenditure of funds; the health, social service, justice and education delivery systems statewide. **Ability to:** design and actively facilitate the development of systems which will aid in the delivery of services to consumers and increase the availability of services to consumers.

HEALTH BUREAU CHIEF I

EDUCATION AND EXPERIENCE: Bachelor's degree in public health, health care administration, business or public administration, health sciences, social sciences or closely related field and five years of progressively responsible professional public health, human services or related experience, two years of which included supervisory experience in a health care program or organization which involved staff supervision, budget oversight, and program planning and evaluation; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Working Knowledge of: principles of public health administration; methods used to negotiate and mediate complex, controversial issues and develop workable solutions and/or reasonable compromises; the legislative process sufficient to draft legislation; services, rules and responsibilities of related outside health systems; principles of training and supervision; governmental budget and accounting practices and procedures; grant management procedures. **Ability to:** administer budgets with multiple funding sources; identify and secure available fiscal resources for health program needs; analyze health outcomes and system organizational structures; establish and maintain positive and effective working relationships with federal, State and local employees to facilitate grant/program administration; develop, implement and

MINIMUM QUALIFICATIONS (cont'd)**HEALTH BUREAU CHIEF I (cont'd)****ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):**

interpret a variety of rules, policies and procedures applicable to the bureau programs; analyze the potential effects of changing legislation on health bureau programs; supervise professional staff assigned to health programs and initiatives; manage the work activities, staff and operations of a work unit or program; organize material, information and staff to optimize efficiency; work cooperatively with other State agencies regarding program development, coordination, implementation and/or administration; write concise, logical and grammatically correct reports and correspondence; make oral presentations to various size groups composed of different social, cultural, economic and educational backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: federal and State laws, rules and regulations and national guidelines and standards; division policies and procedures; the structure, function and purpose of providers of health care facilities and services; the State's budget process including financial analysis, preparation and administration; personnel policies, procedures and administration necessary to supervise subordinate professional staff; the organization, management and administration of major statewide programs; research methods and statistics related to the analysis of data and preparation of reports; the structure, function and purpose of providers of health care facilities and services; regulatory principles and practices. **Ability to:** analyze the effectiveness of multiple program areas and develop strategic plans to meet bureau goals and objectives and State/federal requirements; analyze performance indicators and outcome measures; read, write and evaluate legal and technical documents such as health plans, new and proposed legislation, regulations and reports.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.502</u>	<u>10.501</u>
ESTABLISHED:	7/1/97P 9/19/96PC	7/1/91R 12/18/91UC
REVISED:		11/17/93UC
REVISED:		8/11/95UC
REVISED:		7/1/97P
		9/19/96PC
REVISED:	6/29/01UC	6/29/01UC